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G449

Multi-Cabinet Systems

Card Records, Card Ledgers; Letter, Document, Sample and Miscellaneous Filing Systems; Ready Made, Time Saving Business Systems. Fit any Business. Grow as Your Business Grows

THE GIBSON & PERIN CO.

Stationers, Printers,
Account Book Makers

318 Walnut Street, Cincinnati

Agents A. B. Dick Co. Mimeographs, Jones Loose Leaf Specialty Co., Carter's Typewriter Ribbons

PUBLIC LIBRARY
CINCINNATI

Gift
W. A. Hopkins

THIS catalogue is written for you. It tells of a number of up-to-date business systems, some of which you can use in your office to great advantage. They will enable you to get more business and to hold what you get with the least possible expenditure of labor, time, trouble and money.

Turn over the pages that follow and look for headings that point out systems which would save time and labor in your business.

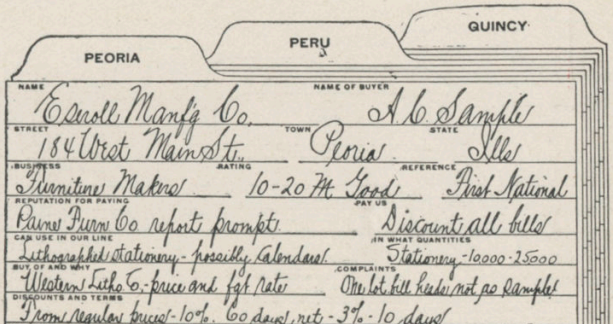
8493

The Card System

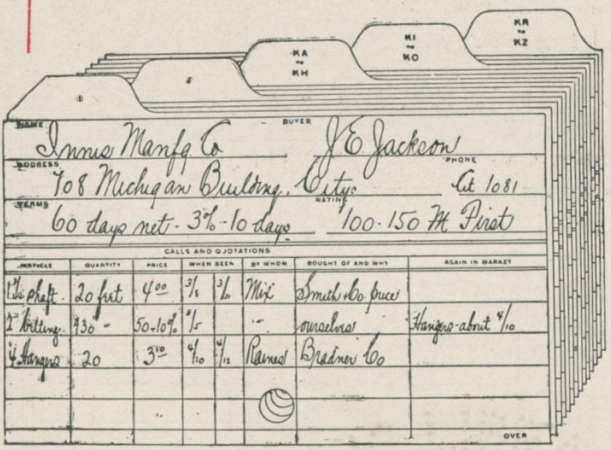
is far superior to the old-time book system. It saves time, labor and expense. It permits of instant reference. It can be kept free from dead matter, is self-indexing, perpetual and, above all, encourages system. The card system comprises cards printed and ruled on one or both sides. On these is written whatever information is desired. The records are arranged between guide cards which have projecting tabs and serve as indexes. We can not begin to enumerate here all the various uses to which the Multi-Cabinet Card System can be put. Study these pages. Here are systems now in actual use by thousands of firms throughout the country. And they have proved successful creators of economy. If you have individual needs, here are suggestions. Adopt them.

Customers

If you have a list of customers and want to keep constantly in touch with them, the card system provides the best known means. Every wide-awake business man realizes the value of a permanent, accessible record of what is known about his customers. Such a record is especially desired by wholesalers and manufacturers who wish to keep posted on their business throughout the country, as well as to keep their customers informed as to the latest quotations, possible changes, new products, added facilities, etc. Records of these things are best kept arranged by states and towns. Note illustration.



Illustrating an Arrangement by Town Guides.



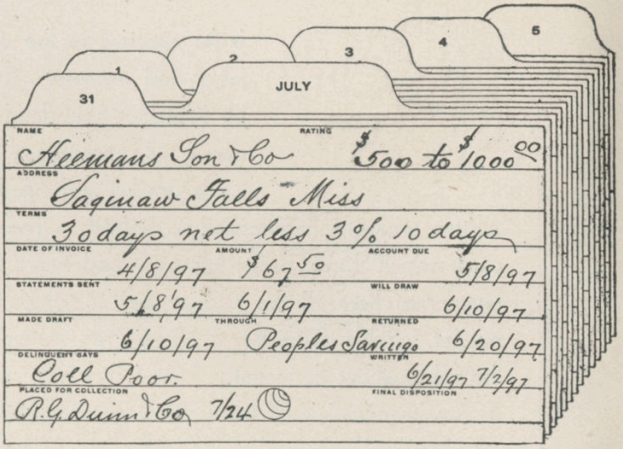
Arrangement Showing Part of a Set of 40 Divisions.

In the Sales Department

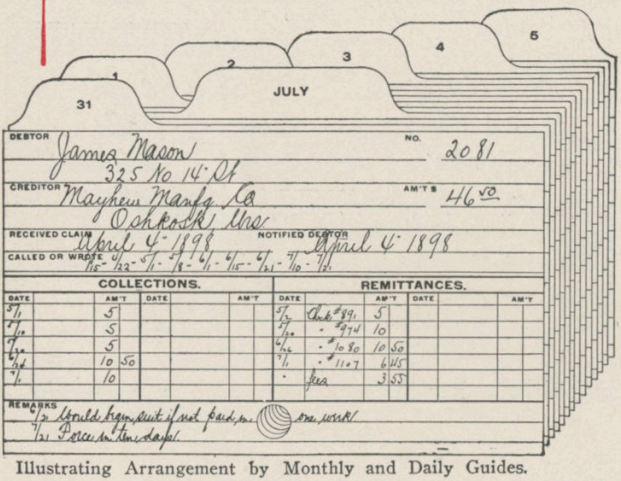
The card system in the sales department is effective and profitable in that it affords a most excellent follow-up system. Salesmen and branch offices alike profit by it. The card system thus becomes a mechanical aid by "persistently insisting" upon keeping the work up to date. Each customer and prospective customer in a specified territory is given a card; on this is entered all information received. This record is kept up until the customer is landed or a sale is made. It becomes a valuable record for old and new employes. Managers and employers can tell instantly by consulting the records of each salesman the conditions in their particular territories. Cards are filed between guides arranged alphabetically or by locality.

Collections

The careful business man does not trust to his own or his creditor's memory. The card system in collections becomes a constant reminder of credits due or those soon to become due. Each invoice as rendered is entered on a card and card filed ahead until the amount is due. Each time a statement is sent the card is again filed until time to make draft, write the delinquent, place the amount with an attorney, or until it is finally paid. Cards are filed between guide cards arranged by months or days. The card method for collections is unexcelled because it is simple, accurate and easily taken care of.



Illustrating Arrangement by Monthly and Daily Guides.



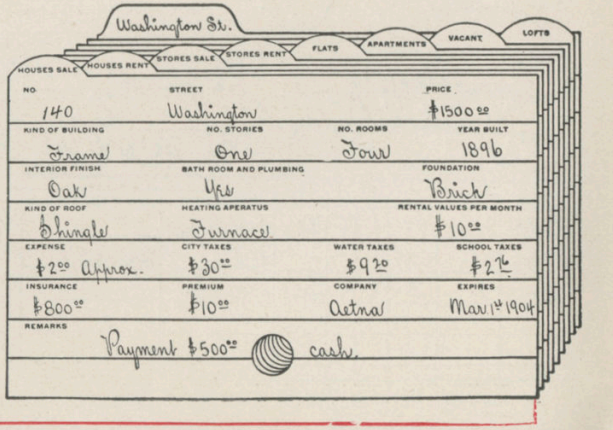
Illustrating Arrangement by Monthly and Daily Guides.

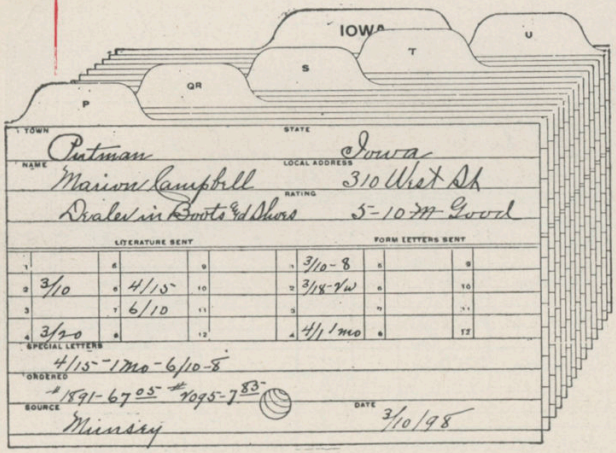
Lawyers

Probably one of the most useful applications of the Multi-Card System is found in lawyers' offices. Where the collection department is large this method affords the very best follow up system. Each claim is entered on a card which is filed ahead from time to time as partial payments are made or promises received. When the account is settled it is filed in an alphabetical index, and accumulations of these cards form a splendid local credit record. An auxiliary index arranged alphabetically is usually kept of each claim in the office. Attorneys may also use the card system to great advantage in listing clients, witnesses, or indexes of their libraries.

Real Estate

The card system is used in real estate offices for keeping record of particulars regarding vacant properties that are for sale, for rent, etc. It permits of a vivid description of the property. The cards are divided according to streets by one-third cut guide cards. Tabs may be used to subdivide according to the classes of property or they may be arranged according to location and classified by valuation; the value being printed upon small tabs. To further facilitate reference, different colored cards are used for listing various kinds of property. For example, one color is used for listing farms, another for vacant property, another for houses for sale, another for flats, another for rental records, etc. As soon as a piece of property is disposed of the card record may be removed from the file to the storage case.





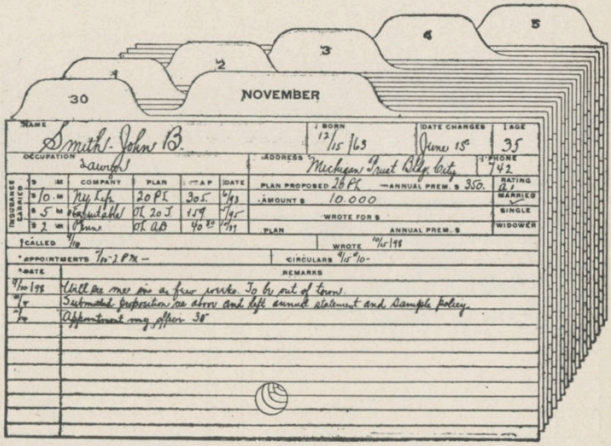
Illustrating an Arrangement Alphabetically by States.

Following-Up Inquiries

Results from advertising depend largely upon the way inquiries are followed up. No book system can be used successfully. The card system is the ideal one. It is the constant pounding away at inquiries that finally results in a customer and profit for one's business. Every successful mail order house uses the card system, not only to bring in new customers but to increase the number of orders from customers already gained. Each inquirer is given a card. These cards are alphabetically arranged, or chronologically between daily and monthly guides. Many a small mail order house has become a factor in the business world through this system.

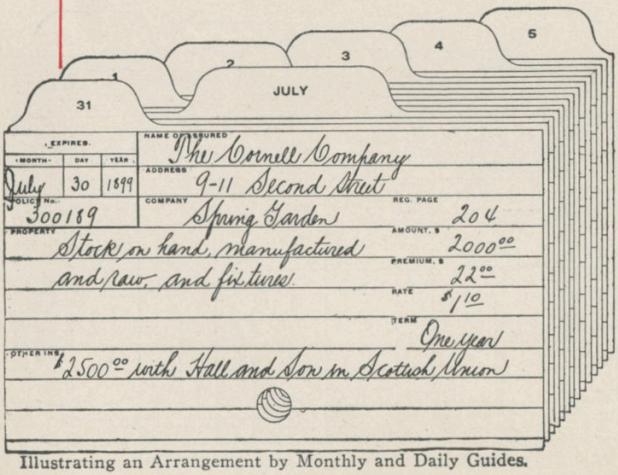
Life Insurance

So vast has become the life and general soliciting business that it is absolutely necessary that the most accurate records be kept of appointments and promises of future business. Every successful life or general solicitor realizes that success in the agency business depends upon persistent effort, and this is made possible only through the most up-to-date means for keeping a systematic tab on every prospective policy holder. Here is a follow-up method that is invaluable to every soliciting business, whether it be life or general insurance, loans or investments. Cards may be arranged alphabetically or by dates. Detailed information may be filed and each prospective client given a separate card, and transferred from time to time to different indexes or in the same one arranged by date, until a sale is made or the prospective client landed.



Fire Insurance

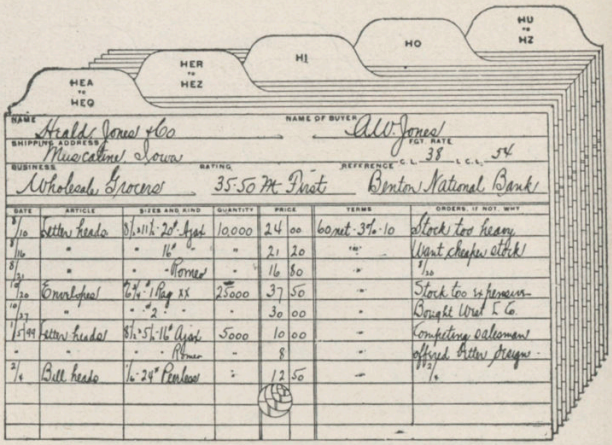
Every fire insurance agency should use the "Multi-Cabinet Card Index System." It can be used in place of an expiration register. Also for keeping account of location of risks and accounts with customers. One card system can be made to take the place of several books. At a glance, any desired information can be had concerning the companies representing the policies or concerning further business. Cards are arranged between daily and monthly guides, or alphabetically. A record of prospective business may be kept in a separate index.



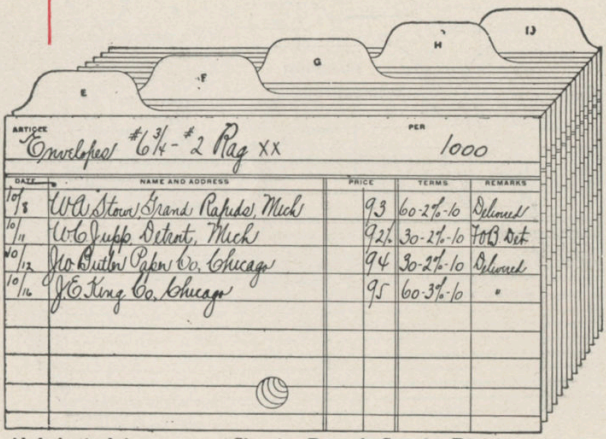
Illustrating an Arrangement by Monthly and Daily Guides.

Quotations Given

The matter of quotations is one of special importance insomuch that many transactions must be closed within a given time, and unless the proper data is at hand, time and money is lost. The card system provides instantaneous reference. Each customer is given a card. On these are entered the various quotations as made. Orders received are entered, and if not, the reason why is stated. The cards are filed between guides, arranged alphabetically or by locality. These records serve as a great assistance in determining prices to secure orders from customers quoted in the past.



Alphabetical Arrangement Showing Part of a Set of 80 Divisions.



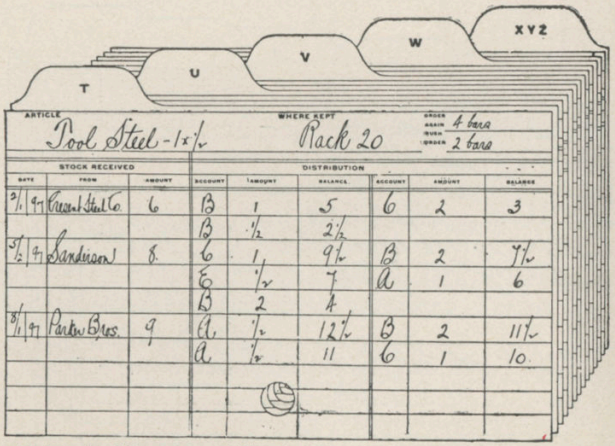
Alphabetical Arrangement Showing Part of a Set of 20 Divisions.

Quotations Received

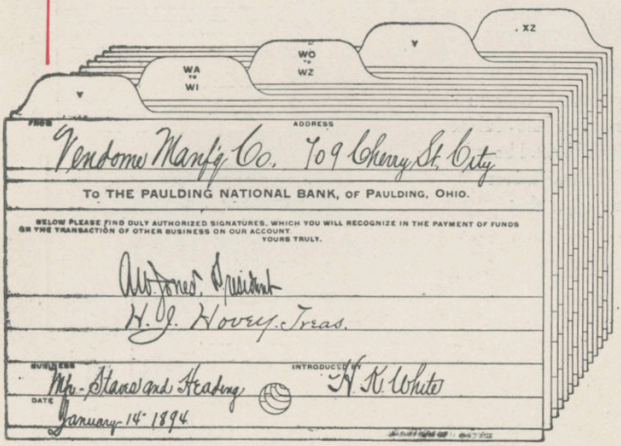
Every buyer should have a complete record of all quotations received. Such a record affords instantaneous reference, tells all about the particular subject, the prices quoted, by whom, and how, where to find the quotations, etc. If orders are to be placed quickly, it tells where to place them. If there is sufficient time, it tells from whom to secure prices. Each article that you buy is given a card. The cards are arranged alphabetically, according to the name of the article.

Stock Records

Money is made because of careful buying and by preventing an over stock. The card system is invaluable as a guidance and for keeping an accurate record of stock. Each article is written on a card and filed alphabetically, by classes, sizes, or by catalog number. In this way the exact amount of any particular article on hand is known. Stock received is charged on the cards. Stock used in the office and factory deducted. The balance shows the stock remaining at any given time. Here is a guidance, also, which tells when to order a certain article, and which may determine, at any time, the amount of sales on any particular article.



Alphabetical Arrangement Showing Part of a Set of 20 Divisions.



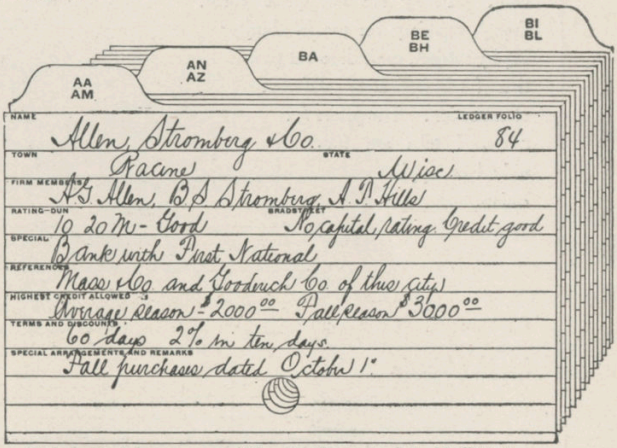
Alphabetical Arrangement Showing Part of a Set of 40 Divisions.

Banks and Trust Companies

The card system is a necessity in the modern bank equipment. Every bank and trust must keep in a manner easy of access their depositors' signatures. Cards permit natural signatures at the office desk where checks are signed, and there is always additional room for extra data to guide the Paying Teller. Cards are filed alphabetically. As depositors withdraw, the cards are removed and filed under another index. Savings Banks use a similar method, with account, number and more detailed description on card.

Credit Information

In passing credit it is important that this information should be furnished in not only the quickest time but in the briefest manner possible. The card system is especially suited for keeping credit information. It saves looking through a mass of correspondence and reports. The arrangement is usually by towns or territory for the convenience of traveling men. Complete reports are filed in folders in the MULTI-CABINET COMMERCIAL REPORT drawers in which all the information pertaining to each customer is kept together and a summary kept on cards so as to make reference quick and convenient. Prices and samples of folders for the latter will be furnished upon application.



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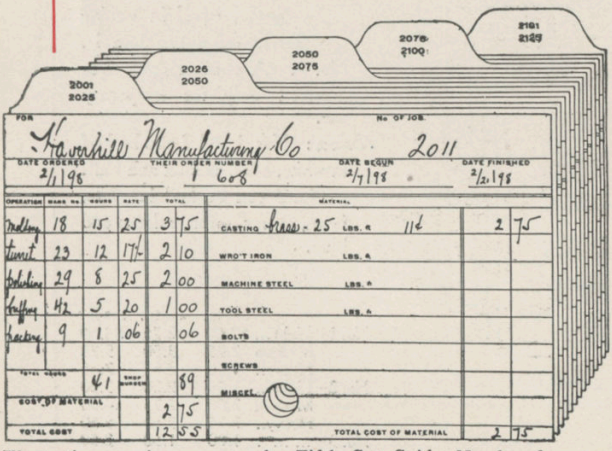


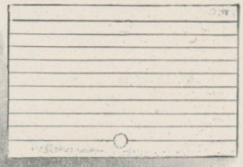
Illustrating an Arrangement by Fifth Cut Guides Numbered.

Cost of Production

For collecting records and ascertaining factory costs the card system is of special value. Totals and details collected may be entered on cards and filed under tab number as illustrated. Cards may be used in assembling with one or more cards to each operation and the total entered as shown. Factory costs requirements are many and this is one of many ways of using cards for this purpose.

Record Cards

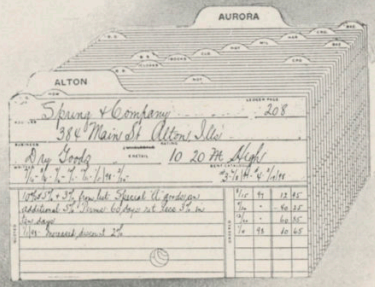
In adopting the card system it is important to insist that the cards be of good quality, evenly and smoothly cut, of uniform size, and as small as your purpose will permit. Multi-Cabinet Record cards are made from the best quality of bristol board stock that is obtainable for this use. Special shear knives are used in cutting, to secure sharp, square edges that make it possible to finger the cards rapidly.



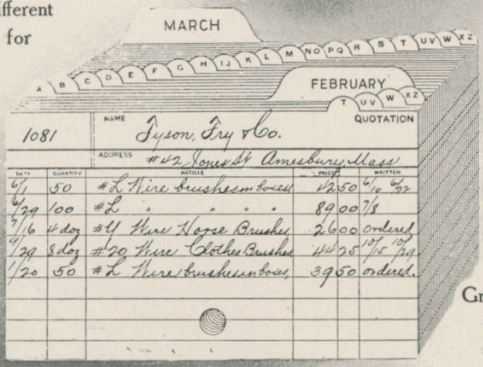
Stock Ruled Record Card

Record Tab Cards

These are the same as regular cards except that they have little tabs or lips projecting at various positions on the upper edges of the card. They are not guide cards, though auxiliary for use in classifying by subject, each different position of tab indicating a different classification. The prices for record tabs are furnished on application.



Subject Tab Cards Filed by Towns



Alphabetical Tab Cards Filed by Months.

We carry three sizes of record cards in stock :

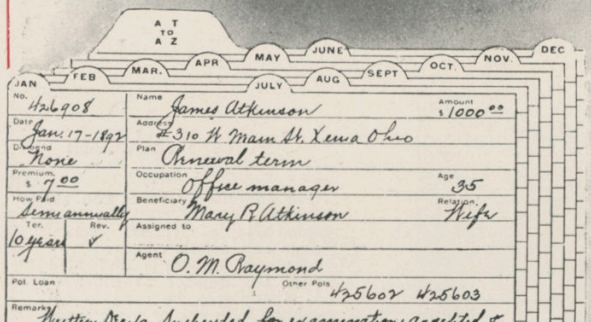
Grades: No. 1. The best obtainable ; made from selected linen rags, especially recommended for permanent records.

No. 2. A medium grade, equal in writing service but not so durable.

No. 3. A cheaper grade recommended only for temporary use.

Colors : Nos. 1 and 2 can be had in white, blue, salmon and buff.

No. 3 can be had in white, fawn, cherry, green, salmon and blue.



Monthly Tab Cards Filed Alphabetically

Prices per 1000—

	3x5 in.	4x6 in.	5x8 in.
No. 1—Light ...	$2.00	$2.75	$4.50
Medium	2.75	3.50	5.75
Heavy..	3.50	4.35	7.25
No. 2—Light ...	1.50	2.00	3.30
Medium	2.00	2.75	4.50
Heavy..	2.75	3.50	5.50
No. 3—.....	1.00	1.50	2.50

Prices on Card Transfer Cases.

3 x 5	$2.50	dozen
4 x 6	3.00	"
5 x 8	4.00	"

Town, County and City Guides are printed on the projection of the guide cards arranged alphabetically under each state. The size of the town is designated by the style of the type used in printing.

Population in U. S.	Number of Towns	Style of Type
2000 to 5000	1890	Sturgis
5000 to 15000	558	ANN ARBOR
15000 and over	208	DETROIT
Counties in U. S.	2820	WAYNE

PRICE	3x5 in.	4x6 in.	5x8 in.
One color only, salmon, per 100, - - - - - - - -	$0.85	$1.10	$1.85

STATES	Population 15,000 and over.	5,000 and over.	2,000 and over.	Counties.
Alabama	3	7	35	66
Arizona	—	1	8	12
Arkansas	3	6	37	75
California	6	18	74	57
Colorado	3	10	35	56
Connecticut	10	25	85	8
Delaware	1	—	7	3
District of Columbia	1	—	2	—
Florida	3	4	18	45
Georgia	4	11	46	137
Idaho	—	1	6	21
Illinois	15	46	182	102
Indiana	11	37	108	92
Indian Territory	—	1	11	—
Iowa	9	24	96	99
Kansas	6	18	72	105
Kentucky	5	11	50	119
Louisiana	1	3	20	59
Maine	4	20	98	16
Maryland	1	6	29	24
Massachusetts	28	82	196	14
Michigan	10	41	101	83
Minnesota	4	14	59	82
Mississippi	—	6	30	75
Missouri	4	19	88	115
Montana	2	4	11	24
Nebraska	2	10	46	90
Nevada	—	2	5	14
New Hampshire	2	9	46	10
New Jersey	11	33	99	21
New Mexico	—	1	10	18
New York	21	66	226	60
North Carolina	1	11	27	90
North Dakota	1	2	8	39
Ohio	11	53	165	88
Oklahoma	—	2	11	24
Oregon	1	3	16	32
Pennsylvania	19	81	285	67
Rhode Island	5	9	24	5
South Carolina	2	4	26	40
South Dakota	1	4	18	77
Tennessee	4	8	37	96
Texas	10	26	119	246
Utah	1	3	24	27
Vermont	1	6	38	14
Virginia	6	11	37	100
Washington	3	5	26	34
West Virginia	1	6	31	55
Wisconsin	11	35	109	70
Wyoming	—	2	7	14
CANADA.				
British Columbia	2	5	11	
Manitoba-NWT	1	2	7	
New Brunswick	1	3	8	
Newfoundland	—	2	8	
Nova Scotia	1	4	24	
Ontario	6	26	95	
P. Edward Island	—	1	2	
Quebec	2	12	111	

PRICES OF BLANK GUIDE CARDS

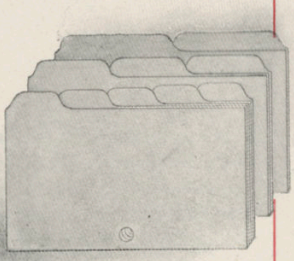
With projections one-half, one-third, or one-fifth width of cards, in buff, salmon, light blue or white; 1,000, 3 x 5 in., $4.50; 4 x 6 in., $6.00; 5 x 8 in., $9.75.

PRICES OF PRINTED GUIDE CARDS

Alphabetical Guides printed on projections one-fifth width of cards, dividing the alphabet into different parts, as follows:

	3x5	4x6	5x8
5 parts, per set	$ .10	$ .15	$ .20
20 " "	.18	.21	.27
26 " "	.25	.35	.50
40 " "	.35	.42	.75
80 " "	.65	.80	1.50
160 " "	1.25	1.60	3.00
240 " "	1.85	2.40	4.50
550 " "	4.35	5.50	10.25

Larger subdivisions furnished if desired.

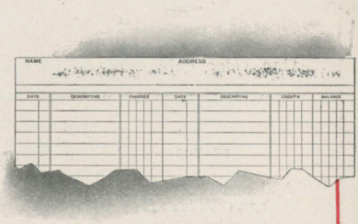


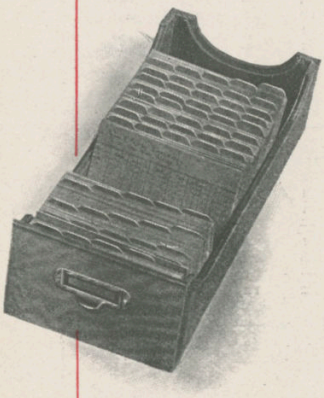
	Colors in Stock	3x5 in.	4x6 in.	5x8 in.
STATE GUIDES—Printed with names of states and territories, per set	Blue	$ .40	$ .67	$1.25
MONTHLY GUIDES—Printed with the names of months, per set	Salmon	.15	.22	.35
WEEKLY GUIDES—Printed with days of the week, per set	Buff	.09	.13	.20
DAILY GUIDES—Printed with numbers 1-31 inclusive	Buff	.30	.45	.75

Card Ledgers

The card ledger is everywhere replacing the old-time book ledger. The card ledger does away with the carrying of dead matter, saves time for your bookkeeper, and reduces expense. Each debtor or creditor is given a separate card.

These are arranged alphabetically, numerically or geographically. When accounts are closed, cards are removed to another drawer set aside for dead accounts. The card ledger accounts index themselves. Posting is rapid, accounts are kept together, collections are followed closer, and trial balances are taken quicker. There is less chance of error with this system than with any other. The opening of new sets of books each year is made unnecessary. The card ledger is perpetual.





Outfit A Alphabetical Arrangement

The chief point of excellence in this arrangement is that the accounts index themselves. While it is best suited to concerns whose accounts are limited in number, it is used by many large concerns. Accounts are filed in alphabetical order back of the necessary guides.

500 4 x 6 Ledger Cards.
2 sets 4 x 6 Alphabetical Guides.
1 4 x 6 Tray with cover.
Price complete, $6.25.

Outfit B Geographical Arrangement

Recommended for concerns whose trade covers a large territory, especially concerns who employ a number of traveling men. By this method, cards are filed alphabetically, under State and Town. Prices of Outfit, Geographical arrangement, for taking care of any number of accounts, will be quoted on application.

Outfit C Numerical Arrangement

For a large number of accounts or for accounts of customers who do not change often, a numerical arrangement may be used. Both index cards and ledger cards are numbered consecutively. By writing the name on the index card, which is filed alphabetically, the person is given the corresponding numbered ledger card for his account. Numbered tab cards, each tab in a different position, printed consecutively from 0 to 9, are arranged in a card drawer in books of 10. Guide cards divide the accounts in groups of 10 or 20, and a different colored guide card by hundreds.

500 5 x 8 Ledger Tab Cards.
2 sets 5 x 8 Guides by 20's.
1 5x8 Tray with cover.
Price complete, $9.00.

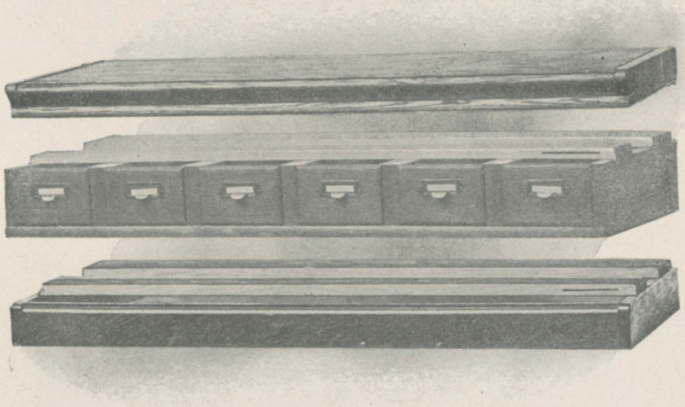
Sectional Multi-Cabinet Systems

Multi-Cabinet Systems are made in sections, so built that one section may be placed upon another, and the system made to grow as your business grows. The advantage of sectional cabinets over solid cabinets is that you can get just the section or sections you need at the present time and add others as your business increases. In this system each section is a *unit.* All are made—note the illustration—to intermember and form cabinets. One section or more, with top and base, will make a complete cabinet. No matter how many sections may be in the stack, the top and base always give it the appearance of a solid cabinet, and it is every bit as strong. You realize the convenience, and see the economy, of buying cabinets in sections only when you make the comparison *feature* for *feature* with ordinary solid cabinets.

Material—Sections are made of kiln-dried quarter-sawed white oak and will not warp, shrink or sag.

Construction—They are made to intermember—have no solid tops or bottoms, and when combined are dust-proof and perfectly rigid. All sections are 42¼ inches wide.

Finish—Multi-Cabinet Sections have a five-coat varnish finish, rubbed by hand, and all drawers are varnished inside and outside, so as to prevent shrinkage and swelling. The trimmings are all solid metal with polished brass finish.



Six Drawer Card Section, 3 x 5 in., with Top and Base

WITH MULTI-CABINET SECTIONAL FILING DEVICES

Filing space is always adequate—not too large—not too small. The appearance of the cabinet is always harmonious, in perfect proportion. It seems to be a solid cabinet, although built in sections.

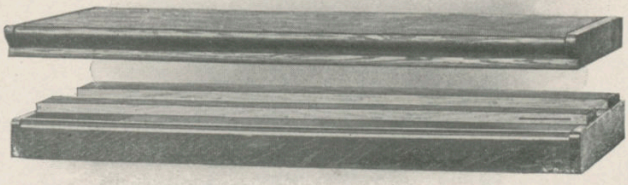
The convenience of buying just *what* you need, *when* you need it, cannot be overestimated.

The economy of space is evident, since many sections may be built in the space ordinarily occupied by a single solid cabinet. The cost of a cabinet in sections is less than that of a solid cabinet, and a section bought once is bought forever. Its utility never lessens.

WITH THE OLD STYLE SOLID CABINETS

There is only a brief time when the old style cabinet fulfills your requirements. First, it is too large, for you must estimate your future needs. Then it's too small, for your business has outgrown it, and you must buy a larger one, selling the old one at a great sacrifice.

Imagine half a dozen different styles of Cabinets in various parts of your office. Even if you sacrifice the appearance, there is still a great waste of space for tops, sides and bottoms. The inconvenience of handling these parts is only equaled by the loss of time consumed.



The top gives a finished appearance to the cabinet and the base serves to raise the sections from the floor. Top sections are simple in design, being made so as not to catch or hold dust easily. Being perfectly flat and smooth, they are convenient places for books. Finish, material and workmanship are the best.

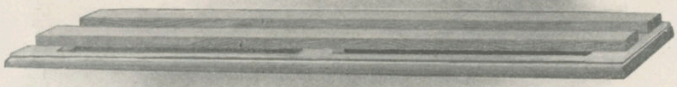
OUTSIDE DIMENSIONS TOP

Stock Number	Height	Width	Depth	Shipping Weight	Net Price
T 17	2 9-16	42¼	17	24½	$3 50
For all No. 17 and reducing sections.					
T 26	2 9-16	42¼	26	31	5 00
For No. 26 sections only.					

Base sections are not absolutely necessary, but are very desirable. By using them the filing sections are raised from the floor out of the dust and dirt, and the appearance of the complete cabinet is greatly benefited. They are built extra strong, so as to support great weight.

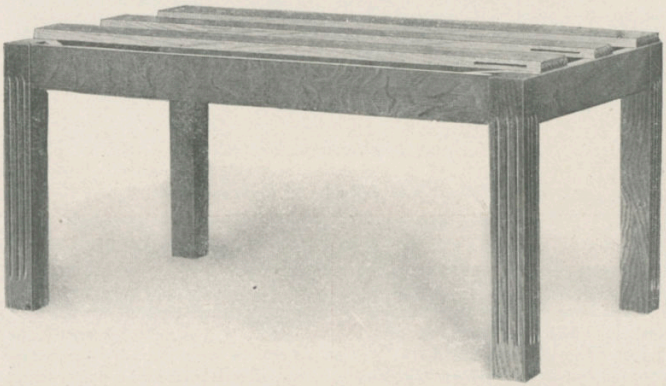
OUTSIDE DIMENSIONS REGULAR BASE

Stock Number	Height	Width	Depth	Shipping Weight	Net Price
B 17	3	42¼	17	13	$2 50
For No. 17 sections only.					
B 26	3	42¼	26	16	3 25
For all No. 26 and reducing sections.					



OUTSIDE DIMENSIONS LOW BASE

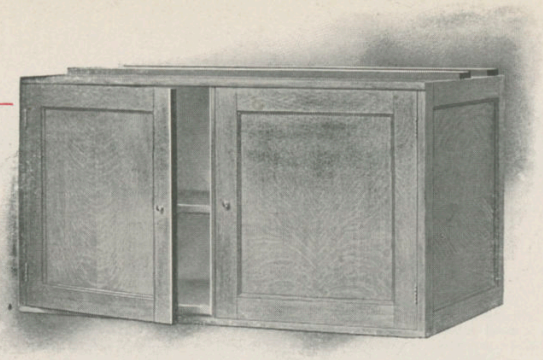
Stock Number	Height	Width	Depth	Shipping Weight	Net Price
Low B 17	⅞	42¼	17	13	$1 50
For No. 17 Sections only.					
Low B 26	⅞	42¼	26	15½	1 90
For No. 26 sections only.					



Leg bases used in connection with Multi-Cabinet sections bring them to proper height for easy and convenient consultation.

OUTSIDE DIMENSIONS LEG BASE

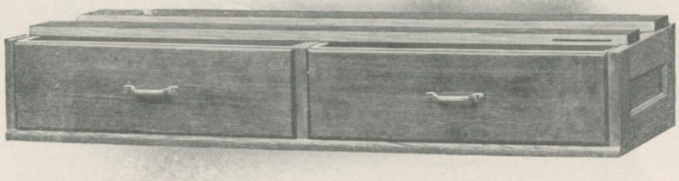
Stock Number	Height	Width	Depth	Shipping Weight	Net Price
Leg B 17	20	42¼	17	28	$4 00
For No. 17 Sections only.					
Leg B 26	20	42¼	26	32	5 00
For No. 26 sections only.					



Cupboard Base.

Cupboard Sections form a splendid basis for the building of a stack of filing devices, at the same time furnishing a most convenient place for storing stationery, stock books or other material. The two doors fit evenly, making the cupboard dust-proof. If desired, one or more sections may be piled above the other. Cupboard Sections carried in stock are 26 inches deep. Inside measurements are for each compartment 21¾ inches high, 19¾ inches wide and 24¼ inches deep. The entire inside, including adjustable shelf, is carefully finished and varnished. Solid brass knobs give the doors finished appearance.

	OUTSIDE DIMENSIONS				
Stock Number	High	Wide	Deep	Shipping Weight	Net Price, Without Base
C 26	23½	42¼	26	82	$12.50



Storage Drawer.

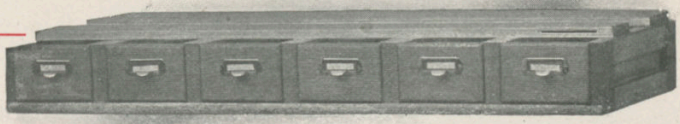
In number 17 sections each drawer is 14¾ inches deep inside, 18½ inches wide, 5½ inches high; in number 26 sections, 24 inches deep and equal in width and height to number 17.

	OUTSIDE DIMENSIONS				
Stock Number	High	Wide	Deep	Shipping Weight	Net Price, Without Base
SD 17	6¾	42¼	17	28	$4.00
SD 26	7½	42¼	26	32	5.00

Eighteen Drawer Card Section, 3 x 5.

Large users of Card systems as publications, manufacturers, etc., require sections of greater capacity than our regular 6 drawer, 3 x 5, card sections. To meet this demand we make an 18 drawer section with a capacity of 25,000 light, 21,000 medium or 16,000 heavy weight, record cards and indexes.

	OUTSIDE DIMENSIONS				
Stock Number	High	Wide	Deep	Shipping Weight	Net Price
1835 CI 18	12⅜	42¼	17	66	$24.75



Six Drawer Card Section, 3 x 5.

One of our best and most useful Card Sections is our regular 3 x 5 single row card drawers as illustrated above. This section with a top forms a most attractive and convenient section and can be placed on top of a desk or any other convenient place. An advantage of this construction is that just as fast as your business grows, new sections may be added. Beginning on a small scale, they grow as your business grows. Each drawer has a filing capacity of 1400 light, 1200 medium and 900 heavy weight 3 x 5 record cards and 40 guide cards.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
635 Cl 6	4⅝	42¼	17	32	$9.75

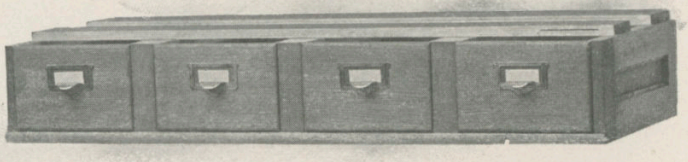
Ten Drawer Card Section, 4 x 6

Here is a 10 drawer, 4 x 6 Card Section. Every piece in the makeup of this Section as well as all the other sections is handled by an expert. These drawers can be relied upon to stand years of use.

The capacity of each drawer is 1400 light, 1200 medium and 900 heavy weight 4 x 6 record cards and 40 guide cards.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
1046 Cl 10	10¾	42¼	17	60	$20.00
546 Cl 5	5½	42½	17	30	10.00



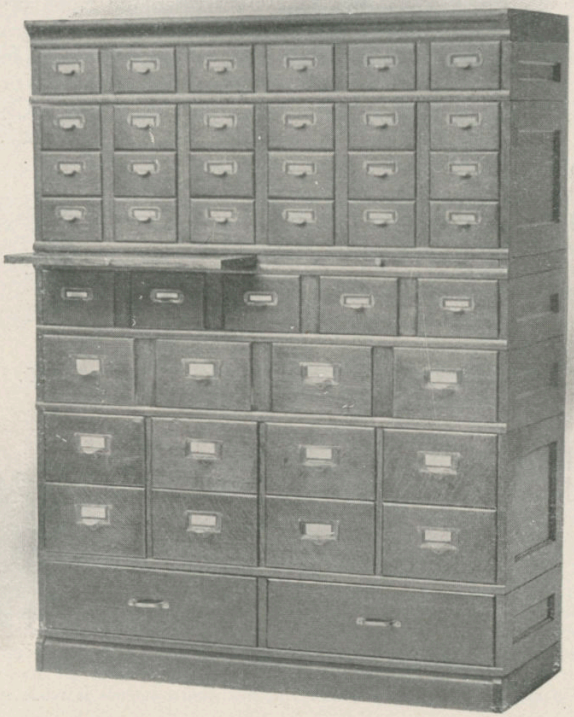
Four Drawer Card Section, 5 x 8

Multi-Cabinet Sections for 5x8 cards contain 4 regular card drawers. Multi-Cabinet Drawers and Sections are built so strongly and carefully that cards of such weight and size are held safely and securely without fear of broken drawers and there is no additional weight, simply good workmanship.

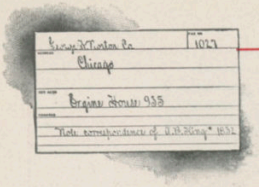
The capacity of each drawer is 1400 light, 1200 medium and 900 heavy 5 x 8 record cards and 40 guide cards.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
458 Cl 4	6⅛	42¼	17	40	$10.00



The above illustration shows a stack built from what originally may have been only one or two sections. Extra sections are added only as required and selected to correspond exactly to the special need. With this stack there is absolutely no waste in card space. Each record has its own size of card. Note the uniform appearance of the finished cabinet. Where drawers for cards of special size are made up, they are arranged to fit with the regular section sizes.

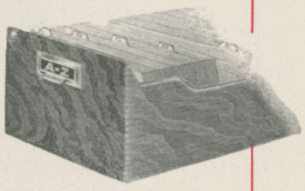


Multi - Cabinet Systems

The Vertical System of filing correspondence, papers, circulars and all similar matter is as superior to the flat method of filing sheets and like matter, as the card system is superior to the old method of using books. The system may begin with one or more drawers, or with a cabinet of drawers. In each drawer are placed folders (9⅜ inches high and 11⅞ inches wide) which stand on edge between guide or index cards. In the folders is placed whatever matter is to be filed, one folder for each concern or subject. On the folder may be written the name of the company whose correspondence it contains or the name of the subject filed. A great saving and convenience of this vertical file is that the latest letter or report is always filed and found at the front of the folder-system here in itself. Alphabetical, numerical or geographical methods of indexing may be used in connection with this system. One vertical file drawer is equal to ten flat sheet files. The extension slides on the bottom permit the drawers to be drawn full length; this greatly facilitates reference. There is no waste of space—drawers fill up uniformly and each drawer permits of expansion. By this method transferring is less frequent. The slight cost of maintaining the system is a great point gained.

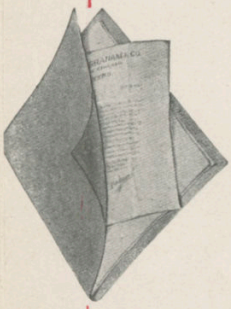
The card bears the name subject and the number of the folder.

This drawer holds the cards that index the folders.



Modern methods of growth necessitate the vertical filing system. It is up-to-date and embodies every convenience. In point of material, construction, finish and mechanical features Multi-Cabinet Vertical Filing Sections are guaranteed to be the best.

METHODS OF FILING



Alphabetical Arrangement

This is by far the most convenient method for filing correspondence. Each correspondent is given a folder. These are filed alphabetically. Only the heavy correspondents are given individual folders and the smaller or miscellaneous correspondents can all be put in *one* folder, devoted to each subdivision of the index. To illustrate: Under the index "A" John Adams and John Atwood, both heavy correspondents, should each have a folder with his name written at the top. All other smaller correspondents whose names begin with "A" would go into a folder marked at the top "A Miscellaneous." Any person whose correspondence develops sufficiently may have an individual folder at any time. Alphabetical guide cards are used. These are of strong material and keep the matter so filed that reference is made quickly.

Numerical Arrangement

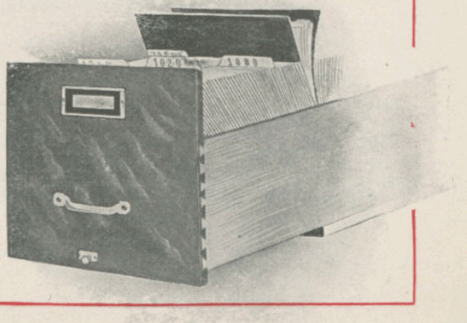
This is used by concerns having a large proportion of permanent correspondents. The names of correspondents or subjects are written on 3 x 5 cards numbered consecutively and filed alphabetically or geographically in the card index drawer. The corresponding numbered folders are devoted to these customers, and are filed in the Multi-Cabinet Vertical File drawers with guide cards every ten or twenty. (Note illustration on this page.) The guides in the vertical drawer are numbered and arranged, so that they catch the eye instantly, thus saving time in reference.

The folder contains the matter filed.

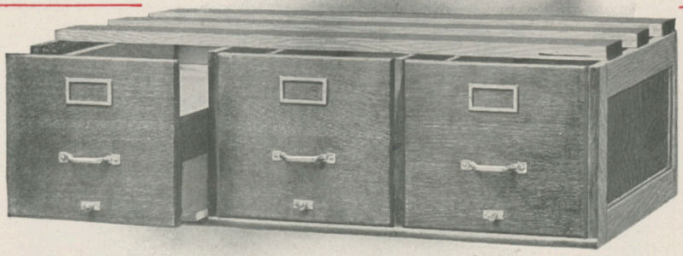
This drawer holds the folders.

Geographical Arrangement

This method is used by the firms whose trade covers a large territory and who desire to file their correspondence by towns and states. Correspondents in each town are assigned separate folders. These are filed alphabetically under the state or territory with the necessary geographical guides.



The Alphabetical and Numerical Methods may be combined. One can be used for filing undeveloped correspondence, or that of short duration, and the other for filing developed correspondence. The Numerical Arrangement also permits of indexing by subject and cross indexing.

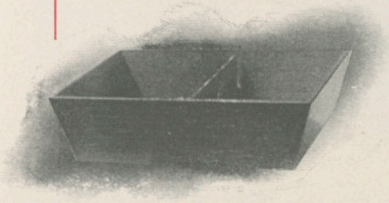


All Multi-Cabinet Vertical Filing Sections are made up of three regular vertical file drawers for filing letters, papers or other material. This is the best known method of filing. Economy of space is most carefully considered. The guides are placed in the drawer and the folders dropped between them. Both hands can be used, as the drawer rests on drawer slides when pulled out and correspondence can be handled rapidly. There is no pulling out of many small drawers as with the flat sheet method, no mix-up of correspondence--simply the most convenient progressive method possible. Prices on the above section do not include guides or folders.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
3 VF 26	12½"	42¼"	26"	90	$16.50
3 VF 26 R	13¼"	42¼"	26"	105	17.50

(Inside measurements of drawer 10½" high, 24" deep and 12" wide.)



Here is a sorting tray, one of the most useful accessories to the Vertical Filing System. Where correspondence is very heavy and where there is a large number of letters collected each day to go to file, this is a most convenient time saver. Letters can be more quickly sorted and then filed in their regular places in the vertical file drawer.

Price each without indexes, $4.00.

Guide Cards, Folders and Transfer Cases

The guide or index cards used in the Multi-Cabinet Vertical Filing System are cut from extra heavy Manila board and will not break or fray at the edges. Projecting tabs of special size permit a place for prominent lettering. On the lower edges of these guide cards are perforated projections for the retaining rod. These perforations are eyeletted, which not only affords the easy moving of the correspondence back and forth, but also prevents wear. Prices for vertical guide cards as follows:

Blank Guide Cards, per 1,000, $10.00.
Numbered Guide Cards, per 1000, $10.50.
Lesser quantities at proportionate prices.

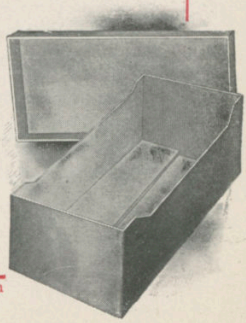
Alphabetical Guide Cards, per 1000, $15.00.
Monthly Guide Cards, per set of 12, $0.20.
Daily Guide Cards, per set of 31, $0.45.

The folders used to contain the separate correspondence of each firm or subject are cut from tough Manila stock of medium weight. The cutting and folding is accurate. Size of each folder is 9⅜x11⅞. Blank Folders are $5.00 per thousand, numbered in one place, $5.50 per thousand; numbered in two places, $6.00 per thousand. See page fifteen.

Below is an illustration of a Transfer Case. Each case accommodates contents of a single vertical drawer and is made from extra heavy and strong pine board (not thin wood that warps and splits) covered with Morocco paper. The corners are protected with heavy cloth. The cover is close fitting and dust proof. So as to make consultation easy the ends of this case have slanting blocks. The bottom of the box is grooved so as to accommodate the lower projection on the indexes. Labels are placed on the fronts of the case, so that the proper entries of contents may be made.

OUTSIDE DIMENSIONS

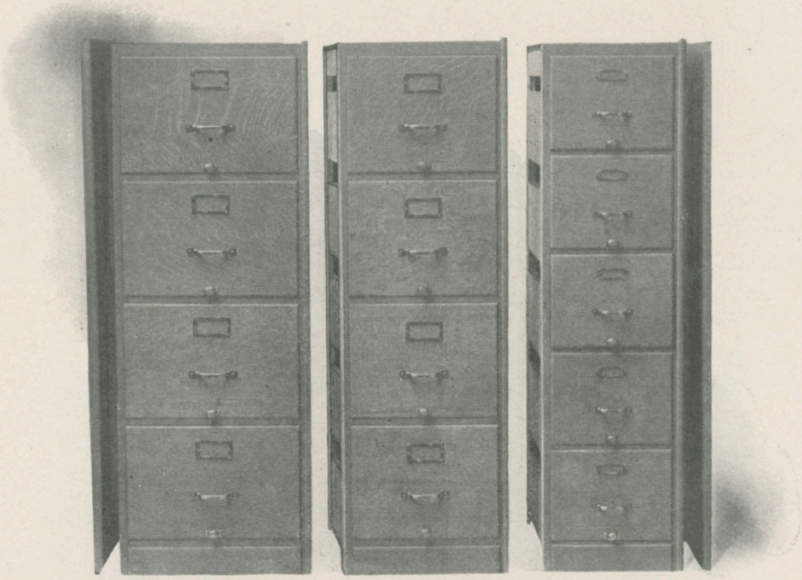
Stock Number	High	Wide	Deep	Price Each	Price per dozen
TC	11"	12½"	20"	$1.25	$12.00



Upright Section with Sides Attached

MULTI-CABINET UPRIGHT VERTICAL FILES

This illustration shows the latest improvement in Multi-Cabinet Vertical Filing Construction. Instead of the regular Horizontal sections, here is the upright—convenient, economical, space saving. Note on page 19 that there are three different kinds of sections—invoice, letter and cap sizes—yet all may be combined in a single, uniform cabinet. Any number of sections of the same or different sized drawers may be placed together. Begin with but one section and two side panels—get other sections as your needs grow. The advantages of the new upright sections are numerous. These sections, when placed together, present the appearance of a solid cabinet. They are so joined as always to conform to any unevenness of the floor. No other cabinets have this advantage. No tools are necessary to place the sections together. A man's two hands are all that he needs to build the stack. The stack can be enlarged at any time. The sections you buy a year or two years from to-day will fit those you buy to-day.



Cap Size Letter Size Invoice Size

Multi-Cabinet Upright Sections are exceptionally well built, being heavily framed and re-enforced by angle blocks, making them very stiff and strong. One section with sides makes a complete Cabinet. Additional skeleton sections of the same, or different sized drawers, may be added by removing one side, attaching the skeleton, then replacing the side. The sections are fastened together by means of four bolts or thumb screws, the panels are equally strong and heavy, and are so constructed that they will not warp. There is a leeway in the hole that the bolts pass through and they join into sections so that they will conform to any unevenness of the floor, an advantage exclusive to Multi-Cabinets. The backs are also paneled and finished, making the appearance of the entire section most attractive. Nothing but carefully selected quarter-sawed oak is used in the construction of these devices Outside dimensions of sections—Deep 27½ in., High 51½ in.

INSIDE DIMENSIONS

	Deep	Wide	High	Shipping Weight	Price
Cap size	24	14¾	10½	135	$30.00
Invoice size	24	9½	8½	125	28.00
Letter size	24	12	10½	125	24.00
Sides, each				15	4.00

PRICES ON UPRIGHT SUPPLIES

	Folders Per M	Blank Guides Per C	Indexed Guides Per C
Cap size	$6.50	$1.35	$1.75
Invoice size	4.50	.95	1.25
Letter size	5.00	1.00	1.50

All guides with heavy metal eyelet for rod to run through.

This illustrates a stack made up of two Vertical File Sections, leg base and six-drawer 3 x 5 card index section with top. The card index may be used in indexing the correspondence or any other papers or matter. Instead of two Vertical Filing Sections, one, two, three or four sections might have been used, according to need. The approximate number of letters that can be filed in this stack is 33,000. Price of the above stack without folders or guides is $52.25.

Flat Letter Filing Sections

Multi-Cabinet Flat Letter Filing Sections are fitted with either end or side opening drawers. All drawers are fitted with metal compressors and indexed and labeled to meet the requirements of any business.

Nine Drawer, Flat Letter Section, End Opening.

Inside dimensions of drawers, 3⅜ in. high, 12⅞ in. wide, 11 in. deep.

OUTSIDE DIMENSIONS

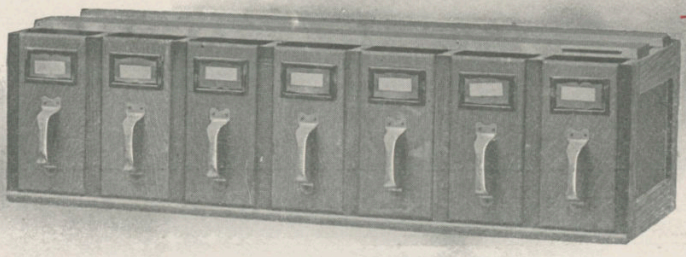
Stock Number	High	Wide	Deep	Shipping Weight	Net Price
9 FLSO 17	13	42¼	17	90	$15.00

Nine Drawer, Flat Letter Section, Side Opening.

Inside dimensions of drawers, 3 in. high, 12¼ in. wide, 10½ in. deep.

OUTSIDE DIMENSIONS

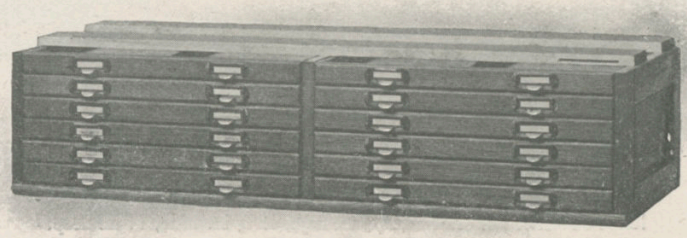
Stock Number	High	Wide	Deep	Shipping Weight	Net Price
9 FLEO 17	11½	42¼	17	90	$15.00



Document Sections have seven files constructed to hold papers or envelopes containing papers or documents not exceeding 4½ x 10½ inches. A compressor holds the papers upright; a single motion adjusts or releases the compression. Transfer cases for these files, made of heavy tar board covered with marbled paper, fitted with metal label holders and drop handles, are $0.50 each.

OUTSIDE DIMENSIONS

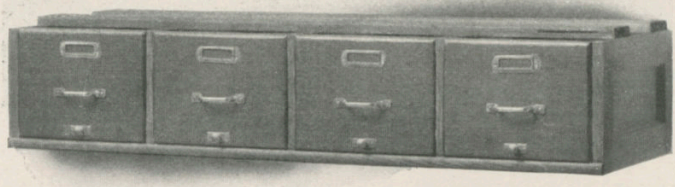
Stock Number	High	Wide	Deep	Shipping Weight	Net Price
7 DF 17	11½	42½	17	60	$13.75



This Section contains drawers for Legal Blanks and are used for cuts, catalogs, samples, drawings, stationery and electrotypes. The drawers are so close fitting as to keep out dust and dirt. Legal Blank Sections—inside measurements—each drawer 1 inch high, 18⅞ inches wide, 15 inches deep. Each drawer is divided into two compartments.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
12 LB 17	9¾	42¼	17	56	$14.00

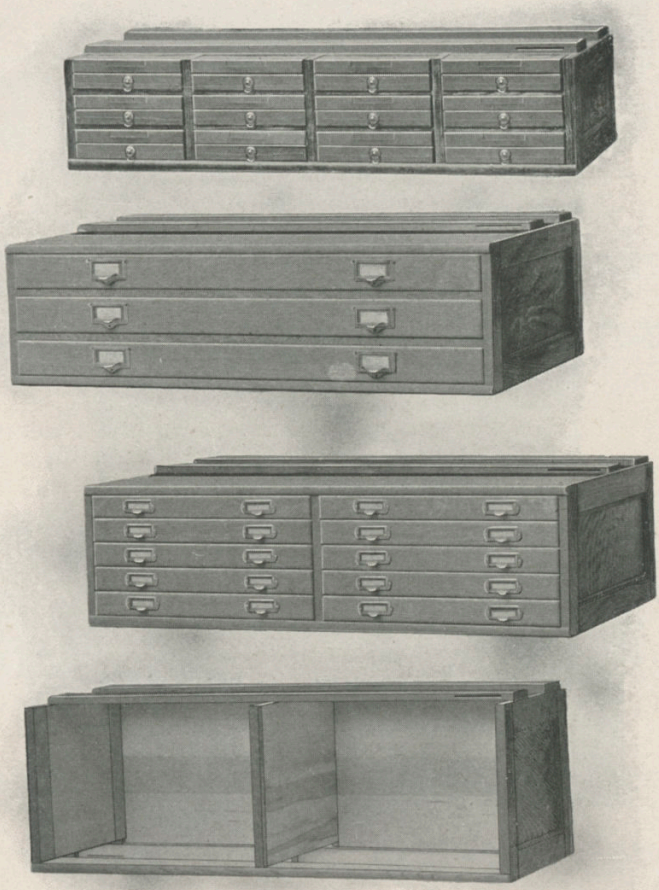


Multi-Cabinet Mercantile Report Sections are used to file papers relative to credits. Folders are used and the papers attached or pasted to one end. Folders are filed on edge between guides. Size, 8¾ x 7. Folders per 1000 stock form, $5.50; printed to your order, $6.50. Guides with blank tabs, per hundred, $0.90; tabs printed alphabetically or numerically, $1.20. Samples are furnished if you ask.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
4 MR 17	8¾	42¼	17	50	$10.50

In Law or Insurance Offices or Architects' Offices, stacks like that illustrated above are used. Plenty of room is reserved for large blanks, reports or policies. The advantage and convenience of all Multi-Cabinet stacks is that you may procure just the section you need at the time you need it. Note the reducing blue print section, upon which the stack is built. In no other file drawers of this kind is there to be found such ample space for the filing of large and flat blanks, drawings or blue prints. (Note illustration of this Blue Print Section on page 24.)



Daily Report Section

For filing daily insurance reports, here is a section with nine dust proof boxes. Boxes may be used also for filing circulars, clippings or advertisements. They are strongly made of tarboard with very dark green cloth fronts on which are label holders and pulls. Each box is 2¼ inches high and 9 inches wide.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
12 DR 17	9	42¼	17	48	$13.50

Blue Print Section—Reducing

For Architects and those who desire to file large sheets flat, this section is invaluable. Each drawer is 2½ inches high, 24 inches deep, 42¼ inches wide.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
3 BP 26	7¾	42¼	26	30	$14.00

Policy Section—Reducing

These sections are most useful for holding insurance policies or may be used for cuts or electrotypes. The inside dimensions of each drawer are 1¼ inch high, 18¾ inches wide.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
10 PS 26	11¾	42½	26	81½	$16.75

Transfer Case Section

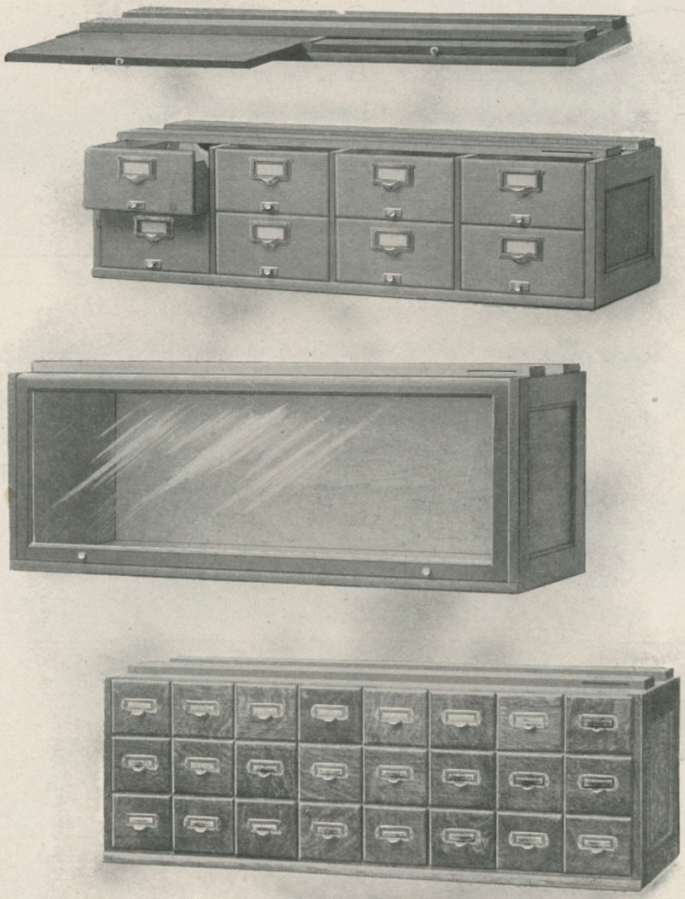
These sections are for the holding of transfer cases. They will hold twelve flat sheet files. Inside dimensions—height, 13¼ inches; width, 19¾ inches, and 16 inches deep.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
FC 17	14½	42¼	17	27	$3.50

Roller Shelf Section

Three roller shelves on each side. We carry in stock a Roller Shelf Section made for the holding of large books, ledgers, etc., horizontally. Shelves are adjustable. Net price, $6.00—extra shelves, $1.25. Specifications on request.



Sliding Shelf Section

This convenient section contains two sliding shelves. It may be used between any two No. 17 sections.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
SS 17	1½	42¼	17	30	$4.50

Check File Section

For filing cancelled checks, notes, receipts, drafts and similar papers, the Multi-Cabinet Check File Sections are used. In these files, papers 4⅜ x 9 or smaller, are filed between adjustable press board partitions, indexed and kept in place by rods running through projections below the inside bottom of drawer. Partitions are supplied at an extra cost of $1.75 per hundred blank, or $2.00 indexed.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
8 CF 17	10¾	42½	17	80	$22.75

Book Case Section

These are fitted with dust proof glass doors, which, when not in use, are pushed into the sections out of the way. Inside measurements, 13½ inches high, 39 inches wide and 15 inches deep.

OUTSIDE DIMENSIONS

Stock Number	High	Wide	Deep	Shipping Weight	Net Price
BC 17	15½	42¼	17	41	$6.00

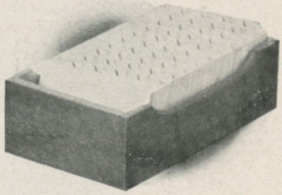
Pigeon Hole Section

Here are 24 apartments into which fit strongly made wooden boxes with quartered oak fronts, finely finished and polished. Solid partitions between the boxes make each box absolutely dust proof. Inside dimensions, 4¾ inches wide, 11¾ inches deep and 3¾ inches high.

OUTSIDE DIMENSIONS

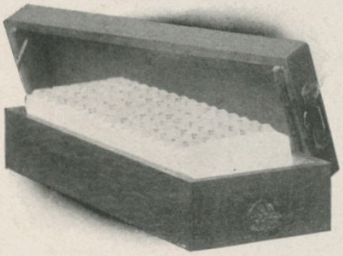
Stock Number	High	Wide	Deep	Shipping Weight	Net Price
24 PH 17	14⅜	42¼	17	60	$14.00

The Desk Box



Desk boxes without cover are carried in stock for 3 x 5, 4 x 6 and 5 x 8 cards, 9 inches, 10 inches and 11 inches deep. Price, 3x5, 75c; 4x6, $1.00; 5x8, $1.50.

The Card Tray



One of the most useful card outfits is the card tray for desks in small or large offices. Note illustration.

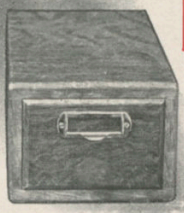
Capacity—1200 light, 1000 medium, 800 heavy weight record cards, and 40 guide cards

OUTSIDE DIMENSIONS

		High	Wide	Deep	Shipping Weight	Net Price Without Cards
No. 35.	With Cover	4½	5¾	15½	4½	$2.00
No. 46.	With Cover	5½	6¾	15½	5½	3.00
No. 58.	With Cover	6½	8¾	15½	6¾	3.75

Descriptive Price List of Solid Cabinets

Solid Cabinets are carried in stock for No. 35 (3 x 5 inches), No. 46 (4 x 6 inches) and for No. 58 (5 x 8 inches) cards only. In pricing the three sizes are designated by these numbers; that is, a No. 46 Cabinet will hold 4 x 6 inch cards. Sectional Cabinets of the three sizes are shown on page fourteen.



Single Drawer Cabinet

Capacity same as Tray.

OUTSIDE DIMENSIONS

Cabinet	High	Wide	Deep	Shipping Weight	Net Price Without Cards
No. 35	5½	7½	15	11	$2.25
No. 46	6¼	8½	15	14	3.00
No. 58	7¼	9½	15	16	3.75

Two Drawer Cabinet

Capacity—2400 light, 2000 medium, 1600 heavy weight record cards and 80 guide cards. Drawers are 13 inches long.

OUTSIDE DIMENSIONS

Cabinet No.	High	Wide	Deep	Shipping Weight	Net Price Without Cards
35	5	13	15	16	$4.00
46	6	15	15	20½	5.50
58	7	19	15	24½	6.00

Four Drawer Cabinet

Capacity—4800 light, 4000 medium, 3200 heavy weight record cards and 160 guide cards. Drawers are 13 inches long.

OUTSIDE DIMENSIONS

Cabinet No.	High	Wide	Deep	Shipping Weight	Net Price Without Cards
35.	9	13	15	32½	$ 7.00
46.	11	15	15	40½	9.00
58.	13	19	15	48½	11.00

Six Drawer Cabinet

Capacity—7200 light, 6000 medium and 4800 heavy weight record cards and 240 guide cards. Drawers are 13 inches long.

OUTSIDE DIMENSIONS

Cabinet No.	High	Wide	Deep	Shipping Weight	Net Price Without Cards
35.	13	13	15	48	$ 9.50
46.	16	15	15	60	12.00
58.	19	19	15	72	16 00

Eight Drawer Cabinet

Capacity—9600 light, 8000 medium and 6400 heavy weight record cards and 320 guide cards.

OUTSIDE DIMENSIONS

Cabinet No.	High	Wide	Deep	Shipping Weight	Net Price Without Cards
35.	17	13	15	60	$12.00
46.	20	15	15	72	16.00

This illustrates how Multi-Cabinet Sections are built into a stack that would save money for any large professional or mercantile firm.

Multi-Cabinet Sections do away with bothersome books and dead data, simplify your office systems and establish economy.

Multi-Cabinets build tusiness then grow with the business.

This illustrates a single stack of four Vertical Filing Sections—filing capacity of 67,000 letters.

Use a Vertical file. Have your letters, papers and documents readily accessible. Do away with copy books, with wearisome searching, transferring, sorting, reclassifying and arranging. Settle the correspondence problem now and forever.